

**TO:** Interim-Program Schools and Special Purpose Schools

**FROM:** Lindy Foley, Special Populations Office  
Jack Shepard, Vocational Rehabilitation Services

**RE:** Transition Resource Materials for Students in Out-of-Home Placements

**DATE:** September 20, 2007

The Nebraska Department of Education has developed resource materials intended to assist students transitioning from out-of-home placements back to public schools and other education programs. The extent to which these materials are used by each Interim-Program School and Special Purpose School is completely discretionary. The documents are written in general terms based on input from the Department's Ad Hoc Committee On The Education of Children and Youth In Out-of-Home Placements. The resource materials include:

- **Transition Guide for Students**
- **GED Insert**
- **Sample Outline for Delivery of Education Services In Interim-Program Schools** (Intended for Staff Use)
- **Sample Outline for Transition** (Intended for Staff Use)

The ***Transition Guide for Students*** is intended for student use, providing suggestions and tips for re-enrollment in public school or other educational program upon the youth's return to the community. It emphasizes the importance of each student setting and communicating his or her educational and vocational goals as well as taking responsibility and advocating for these goals throughout this transition.

It is recommended that the student and Interim-Program School or Special Purpose School staff review and discuss the information contained in the ***Transition Guide*** prior to the youth leaving the out-of-home placement. The ***Transition Guide*** includes a "Contact Information" section that may be filled out by the student and School Liaison, noting all appointments and contact information needed. Once completed, the ***Transition Guide*** may be given to the student when he or she leaves for continued use during transition. To encourage involvement and communication, the brochure may also be shared with the student's parents or guardian, receiving school or education program, Protection and Safety Worker, Juvenile Services Officer and/or Probation Officer. It is also suggested the School Liaison keep a copy of the completed "Contact Information" section in the event that the information is lost or misplaced.

In addition to the ***Transition Guide for Students***, a ***GED Insert*** has been enclosed for use with students contemplating a General Educational Development (GED) rather than a high school diploma. The insert contains a brief summary of information to consider in deciding whether a GED would be an appropriate option. Please note, in Nebraska, the minimum age requirement for GED testing is 16 years of age. Therefore, it is recommended this insert only be given to students who could meet this requirement as well as the other requirements listed in the insert. Additional GED resource materials have also been provided for staff use.

In addition to the resource materials for students, two (2) sample outlines have been provided for staff use and reference. The first, ***Sample Outline for Delivery of Education Services In Interim-Program Schools***, illustrates a series of activities that may be involved in providing educational services to students while in the out-of-home placement. The second, ***Sample Outline for Transition***, illustrates a series of events that may occur in the transition process once the out-of-home placement is notified the student will be leaving to return to public school or other education program.

Attached is an order form to request additional copies of the ***Transition Guide for Students*** and ***GED Insert***, free of charge. **If you would like to receive additional copies of these resource materials, please complete the order form and return it to the Nebraska Department of Education – Special Populations Office by October 19, 2007.** If you have questions regarding the ***Transition Guide for Students***, please contact Lindy Foley at (402) 471-4318 or [lindy.foley@nde.ne.gov](mailto:lindy.foley@nde.ne.gov) or Jack Shepard at (402) 595-2171 or [jack.shepard@vr.ne.gov](mailto:jack.shepard@vr.ne.gov). If you have questions regarding the ***GED Insert*** or would like additional information on GED and Adult Basic Education Programs, please contact Vicki Bauer at (402) 471-4807 or [vicki.bauer@nde.ne.gov](mailto:vicki.bauer@nde.ne.gov)

## TRANSITION RESOURCE MATERIALS

The Nebraska Department of Education has developed a ***Transition Guide for Students*** to assist students transitioning from Interim-Program Schools and Special Purpose Schools back to public schools or other education programs. A ***GED Insert*** for the ***Transition Guide*** has also been developed, containing a brief summary of information for students to consider in deciding whether a GED would be an appropriate option. Additional resource materials providing more detailed information on GED and Adult Basic Education Programs are also available.

If you would like to receive additional copies of the ***Transition Guide*** and/or ***GED Insert***, please complete the order form below and return the detached form to the Nebraska Department of Education – Special Populations Office by **October 19, 2007**. These resource materials are available free of charge to Interim-Program Schools, Special Purpose Schools and other programs and agencies working with students in out-of-home placements. If you have questions regarding the ***Transition Guide for Students***, please contact Lindy Foley at (402) 471-4318 or [lindy.foley@nde.ne.gov](mailto:lindy.foley@nde.ne.gov) or Jack Shepard at (402) 595-2171 or [jack.shepard@vr.ne.gov](mailto:jack.shepard@vr.ne.gov). If you have questions regarding the ***GED Insert***, please contact Vicki Bauer at (402) 471-4807 or [vicki.bauer@nde.ne.gov](mailto:vicki.bauer@nde.ne.gov).

*(Detach and return to the Nebraska Department of Education – Special Populations Office)*

## TRANSITION RESOURCE MATERIALS ORDER FORM

I would like to order the following resource materials:

(Number Requested)
***Transition Guide for Students***
(Number)
English Version
(Number)
Spanish Version

<u>(Number Requested)</u>	<b><i>GED Insert</i></b>	<u>(Number)</u>	English Version	<u>(Number)</u>	Spanish Version
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**Additional GED Materials**

Name \_\_\_\_\_

School / Agency

Mailing Address

Phone \_\_\_\_\_ Email \_\_\_\_\_

**NOTE:** Both the *Transition Guide for Students* and *GED Insert* are recently developed materials. To improve these and future resource materials, we would welcome your comments regarding their usefulness and relevancy as well as any suggestions relating to format and use.

Comments / Suggestions

**Please Return Order Form To:**

Nebraska Department of Education - Special Populations Office  
301 Centennial Mall South, P.O. Box 94987  
Lincoln, Nebraska 68509-4987  
Attn: Lindy Foley